


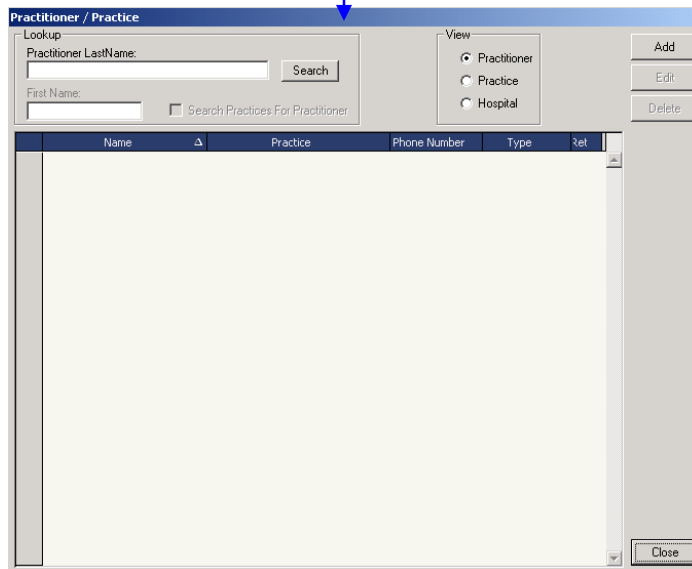
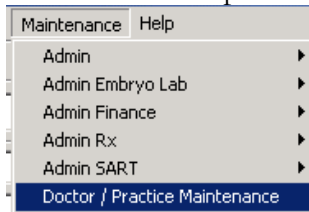


Med Software LLC
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Doctor Practice Maintenance User Instruction



Doctor/Practice Maintenance, in the Maintenance menu, gives you the ability to create a physician database within RESource where you can store practitioners and their practice information. The lookup icons  in the Patient Details window reference the physicians/practitioners entered here, so you will want to include any referring and discharge physicians (for more information on these lookup fields see the Patient Services section).



Adding New Practitioners/Practices

To add a new practice (including practitioners):

1 – go to the Maintenance menu and select Doctor/Practice Maintenance - the Practitioner/Practice main window will appear

2 – select the **Practice** option from the View section then click the **Add** button

The Practice Add/Edit screen will appear – enter the practice demographic information in the Practice Information section.

3 – to enter practitioners for the practice, click the **Add** button in the Practitioners section – the Practitioner Add/Edit form will appear. Complete the form and click **OK**. Note that the practice name and type default to the current practice – the type can be edited for each individual practitioner. Repeat for each practitioner to be added to the practice.

NOTE: In the Practitioner Add/Edit window, the ‘Type’ drop down selection needs to be set up by a REsource Administrator. Refer to the main menu and select Maintenance – Admin – Lookup Table Manager. In the Table Maintenance window, choose lkupDocPracticeType to create this drop down list.

Practitioner Add/Edit

Practitioner Information

First Name:

Last Name:

Title:

Phone: () -

Email:

Practice: Example Practice

Type: OB/GYN

Comment:

Retired:

Ok
Cancel
Apply

4 – enter any affiliated hospitals by clicking the **Add** button in the Hospitals section – select the hospital(s) from the list provided and click **OK**. Check off the Pri checkbox to indicate the primary hospital affiliation.

Pri	Hospital Name	C
<input type="checkbox"/>	Anne Aurendo Medical Center	Annapolis

Practitioners can also be added individually to the database, without going through a practice. From the main window, select the Practitioner option from the View section then click **Add**. The same Practitioner Add/Edit form will appear – complete the form with the practitioner’s information. You can assign the physician to an existing practice in the database by selecting it from the Practice dropdown provided.

If the desired hospital does not exist you can add it to the database from the main window. You cannot create a new hospital record from within the Practice Add/Edit window.

To add a new Hospital:

- 1 – go to the main window and select Hospital from the View section
- 2 - click the **Add** button - the Hospital Add/Edit form will appear

3 – enter the hospital information in the fields provided and click OK

Existing Practitioners/Practices

Lookup

To lookup an existing practice:

1 – select **Doctor/Practice Maintenance** from the **Maintenance** menu - the Practitioner/Practice main window will appear

2 - select the **Practice** option from the View section

3 – enter the practice name criteria in the Practice Name field and click the **Search** button

	Practice	City	State	Practice Type
1	Example Practice	AnyCity	AnyState	OB/GYN

4 – all practices meeting the name criteria will appear with the practice name and type, city, and state – select the desired record and click the **Edit** button to see more information or to Edit information. The Practice Add/Edit window will appear

displaying all the demographic information, along with the practitioners entered for the practice and any hospital affiliations.

To lookup an existing physician:

- 1 – select the **Practitioner** option from the View section in the main window
- 2 – enter the physician Last Name search criteria and click the **Search** button

3 – all practitioners meeting the last name criteria will appear with their practice name and type, and phone number – select the desired record and click the **Edit** button to see more information or to edit information.

	Name	Practice	Phone Number	Type	Ret
1	Smigelsky, Carol	Women's Health Center of Hunkerdc	(908) 782-2825	OB/GYN	
2	Smith, Daniel	Gyn Oncology	(212) 305-3410	OB/GYN	
3	Smith, Anthony	Engle,Smith and Associates	(215) 918-5725	OB/GYN	
4	Smith, Brian	OB/GYN Associates(Orchard Park,NY	(716) 662-8250	OB/GYN	
5	Smith, Charles	Dr. Charles Smith	(732) 238-4983	OB/GYN	
6	Smith, Chester	Monroe County Womens Health	(370) 421-6730	OB/GYN	
7	Smith, Donna	Dr. Donna Smith	(973) 571-9250	OB/GYN	
8	Smith, Eric	Blatt, Chrispino & Faye	(215) 542-9700	OB/GYN	
9	Smith, Gary	Women's Health Center.	(301) 714-4100	OB/GYN	
10	Smith, James	Dr. James Smith	(973) 426-8484	Internist	
11	Smith, Joseph	Your Doctor's Care	(908) 685-1887	GP	
12	Smith, Leon	Maternal Fetal Medicine	(973) 322-5287	Perinatologist	
13	Smith, Matthew	Pulmonary Internists	(732) 549-7380	Pulmonologist	
14	Smith, Michael	Drs. McKenzie, Kamm, Harden, Smit	(919) 781-6200	OB/GYN	
15	Smith, Michelle	Family Practice Associates of King of	(610) 265-8566	GP	
16	Smith, Neil	Dr. Neil Smith	(908) 852-3443	OB/GYN	
17	Smith, Neil	OB/GYN Assoc.(Hacklettstown)	(908) 852-3443	OB/GYN	
18	Smith, Robert	Urology Associates, P.A.	(732) 741-5923	Urology	
19	Smith, Sharon	Atlantic Woman's Care	(609) 652-6016	OB/GYN	
20	Smith-Dipalo, Tracy	Physician Health Alliance	(973) 835-2575	Internist	

The Practioner Add/Edit window will appear. See below.

Practitioner Add/Edit

Practitioner Information

First Name: Gary

Last Name: Smith

Title: MD

Phone: (111) 111-1111

Email:

Practice: Women's Health Center

Type: OB/GYN

Comment:

Retired:

Buttons: Ok, Cancel, Apply

To search practices for a physician:

1 – select the **Practice** option from the View section in the main window

2 – check off the **'Search Practices For Practitioner'** checkbox

Practitioner / Practice

Lookup

Last Name: doct Search

First Name: exa Search Practices For Practitioner

View

Practitioner

Practice

Hospital

3 – enter the Last Name and First Name search criteria and then click the **Search** button. Any practices containing a practitioner meeting the search criteria will be displayed in the window.

Practitioner / Practice

Lookup

Last Name: doct Search

First Name: exa Search Practices For Practitioner

View

Practitioner

Practice

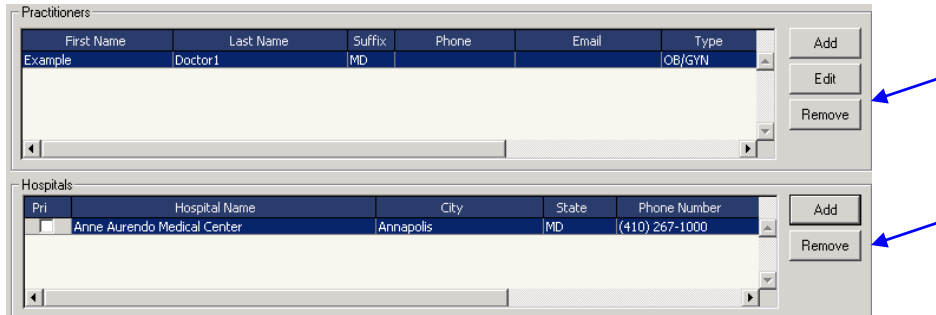
Hospital

	Practice	City	State	Practice Type
1	Example Practice	AnyCity	AnyState	OB/GYN

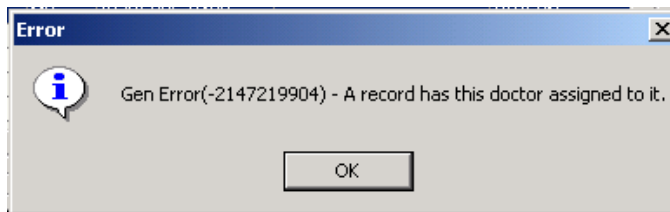
In the above example, a practitioner named Example Doctor1 exists in the Example Practice record.

Remove


To remove a practitioner or hospital from a practice record, choose to edit the practice, select the practitioner/hospital to be removed, and click the corresponding section's Remove button.



Removing a hospital only removes it from that particular practice; it does not delete it from the system. Removing a practitioner will only delete him from the system if there are no patients in REsource that reference him. If a patient reference/link exists, the system will display an error message and you must Retire the practitioner instead.



Retiring Practitioners

Once a physician/practitioner has been entered into the system AND is referenced by a patient record (the practitioner has been selected as either the current OB/GYN or referring physician in Patient Details by using the lookup ) he cannot be deleted from Doctor/Practice Maintenance. Instead, practitioners can be “retired” so they no longer appears as active, but will remain in the demographics of any applicable previous patients. Examples of when you would Retire a practitioner:

- 1 – they are no longer practicing
- 2 – they have moved to a different practice. In this case you would Retire the record in the original practice and create a new practitioner record in the new practice. You would not simply change the practice in the existing practitioner record because you will want the original practice-practitioner link to remain in any existing patient records (for marketing and referral data).
- 3 – they have been accidentally entered into the system twice

To Retire a practitioner:

- 1 – select the practitioner (either individually or through the practice) and click **Edit**
- 2 – click the **Retired** checkbox at the bottom of the Practitioner **Add/Edit** form and click OK

Practitioner Add/Edit

Practitioner Information

First Name: Example

Last Name: Doctor1

Title: MD

Phone: () -

Email:

Practice: Example Practice

Type: OB/GYN

Comment:

Retired:

Buttons: Ok, Cancel, Apply

If a patient record does not reference the practitioner then he can be deleted from Doctor/Practice Maintenance.

Delete

To Delete a practitioner:

1 – select the practitioner via the main window, then click the **Delete** button

Practitioner / Practice

Lookup

Doctor LastName: doc Search

First Name:

Search Practices For Practitioner

View

Practitioner

Practice

Hospital

Buttons: Add, Edit, Delete

	Name	Practice	Phone Number	Type	Ret
1	Doctor1, Example	Example Practice		OB/GYN	<input type="checkbox"/>

OR

select the practitioner from within his practice record, and then click the **Remove** button in the Practitioners section

Practitioners

First Name	Last Name	Suffix	Phone	Email	Type
Example	Doctor1	MD			OB/GYN

Buttons: Add, Edit, Remove